

June 14, 2016
2:00 P.M.
Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A of the Newport City Hall. In attendance were Jeff Bertuleit, Mark Watkins, Ralph Gutzmacher, Ken Brown, and Susan Painter. Also in attendance were City Manager, Spencer Nebel; City Recorder/Special Projects Director, Peggy Hawker; Airport Operations Manager Lance Vanderbeck, and Jim Shaw.

APPROVAL OF MINUTES OF APRIL 12, 2016

Motion WAS MADE BY Gutzmacher, seconded by Watkins, to approve the minutes of the April 12, 2016 meeting, as presented. The motion carried unanimously in a voice vote.

CONSULTANT INFORMATION REGARDING THE AIRPORT MASTER PLAN

It was unclear what discussion needed to occur regarding this item, and the Committee agreed to discuss it at a future meeting if needed.

CONTINUED DISCUSSION OF LONG-TERM AIRPORT STAFFING

Nebel presented his suggestions regarding long-term airport staffing. He recommended filling the positions with existing personnel as follows: Airport Director, Lance Vanderbeck; Assistant to the Airport Director, John Matherly; and Airport Specialist, Dave Szymanski. He noted that when additional airport staffing is needed, the city would utilize Barrett Business Service employees.

Painter noted that the staffing plan seemed appropriate, and added that contracted services could be utilized for services such as publicity, marketing, and promotion in concert with the Destination Newport Committee.

Watkins noted that Vanderbeck has shown a willingness to work hard. He expressed a concern that the airport employees have adequate resources to do their jobs successfully.

Painter and Watkins encouraged cooperation with the Greater Newport Chamber of Commerce.

Nebel added that the airport staff will be charged with carrying out the requirements of the Master Plan and the recommendations of the Regional Airport Review Task Force. He stated that the City Manager, City Attorney, and the City Recorder will still be involved in various aspects of the airport operation, but that Vanderbeck will be charged with the day-to-day operation of the airport.

Brown stated that he supported the staffing plan proposed by Nebel.

Gutzmacher noted that in addition to the day-to-day operation of the airport, other needs include: long and short-term marketing, both internally and externally; selling the airport and its capabilities; quarterly futuring reports and discussion; compliance; and planning.

Watkins suggested not overloading Vanderbeck as projects are needed.

Bertuleit agreed with the staffing plan, and added that promotion, development, and marketing are important, and may indicate the use of a consultant.

A discussion ensued regarding whether members of the Airport Committee should attend the Saturday barbecues at the airport.

It was suggested that staff identify potential grant opportunities.

Nebel stated that if the Airport Committee is comfortable with the proposed staffing suggestion, he would refine the job descriptions.

MOTION was made and seconded to support the staffing concept presented by Nebel, and to recommend that existing staff fill the positions. The motion carried unanimously in a voice vote.

Watkins noted that if the airport subsidy was reduced in two or more years, he would recommend a bonus for the employees.

A discussion ensued regarding the Airport Master Plan update process. Painter noted that the process is thoughtful and Newport specific. Shaw reported that the next meeting of the Airport Master Planning Advisory Committee will be held on August 3, at 3:00 P.M. Nebel noted that after the August meeting, another presentation on the Plan will be made to the Airport Committee and the City Council.

A discussion ensued regarding the possible uses of the airport during an emergency.

OPERATIONS REPORT

Copies of the operations report were distributed to the Committee. Vanderbeck reviewed the report and responded to questions.

OREGON AVIATION BOARD MEETING SUMMARY

It was noted that the Oregon Aviation Board summary for April was available for review, but that May has yet to be published.

COMMITTEE COMMENTS

Bertuleit suggested that airport mowing would be simplified if the steep areas were filled. Nebel noted that he would look at whether the Port material could be utilized to fill steep areas.

Watkins asked whether the waste oil container is empty. Vanderbeck reported that he is storing them until four or five are ready to be picked up, at which time, he will call for a pick up.

PUBLIC COMMENT

Shaw reported that he is still working on the deck and needs to obtain a concrete estimate. He noted that the Angell Job Corps has agreed to construct the deck if the city provides materials, but that the Job Corps will require a two-month advance notice for scheduling purposes. Gutzmacher suggested talking with Allen Parker regarding the concrete work. Brown noted that he would provide two additional contacts for concrete estimates.

It was reported that Doug Nebert's memorial tree had been girdled, and that a replacement tree had been found at Blake's Nursery.

It was noted that the National Guard will be conducting a seven-day training at the airport in August. A drone demonstration is also scheduled during this time. Vanderbeck will let Shaw know if the National Guard unit is interested in the drone demonstration.

It was noted that city staff time is needed to update the master roster of all pilots, guests, and others interested in the airport.

Shaw reported that the barbecue propane storage tank is clear of buildings.

Gutzmacher noted that the National Guard training is an educational, public relations, and fun event. He asked whether anyone was working with the schools on this event. Watkins agreed to talk with Jon Zagel at Newport High School.

Nebel noted that there had been an e-mail exchange regarding holding meetings without quorums. He stated that he would bring information related to this issue to the next meeting. He added that he will be reviewing the staff support functions and how to make all committee meetings more meaningful.

A discussion ensued regarding establishing Committee goals. Nebel noted that airport goals will likely be a result of the Airport Master Plan process.

A discussion ensued regarding passenger air service, and the potential use of non-TSA passenger service. Vanderbeck reported that a local person is interested in providing air service. He noted that he would talk with the state about how it can support air service at the airport. It was noted that Jack Erickson is in discussion with the state regarding potential locations for air service. Gutzmacher suggested working NOAA into the conversation. Vanderbeck noted that discussions are occurring with NOAA regarding its travel needs.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:33 P.M.